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## THE FACTORS AFFECTING A WORKER'S OUTPUT

The amount of output which a properly qualified worker can produce on a given job depends primarily upon:

- The METHOD which he follows.
- His SKILL in using the method.
- The EFFORT which he exerts.
- The CONDITIONS under which he works.

Method--the way work is done--is influenced by hand and body motions, arrangement of work place, and design of equipment.

Skill--the proficiency at following a given method--is influenced by natural ability and by experience or practice.

Effort--the will to work--is influenced by physical condition of the worker, his interest in the work, mental attitude, and distracting elements.

Conditions--the surroundings of the worker--are influenced by such things as light, heat, and ventilation.

Of these four factors, the one which has by far the greatest effect on output is METHOD.

#### SOME PRINCIPLES OF WORK SIMPLIFICATION FOR IMPROVING WORK METHODS ON REPETITIVE OPERATIONS

Let both hands do useful work.

Keep the hands close together.

Use eyes to lead and direct the body motions.

Use continuous curved motions.

Perform work in a rhythmic and automatic fashion.

Make body motions short and simple.

Relieve hands of work that can be done by the feet or other parts of the body--use devices for holding.

Pre-position equipment and supplies at the best places in the proper work area--keep things within easy reach.

Avoid laying tools and supplies down unnecessarily, to be picked up later.

Keep fatigue at a minimum--maintain a comfortable working position--avoid monotony.

SOME PRINCIPLES OF WORK SIMPLIFICATION  
FOR IMPROVING WORK IN AND AROUND BUILDINGS

Arrangement of Work Place

Have buildings and work areas close together to reduce travel.

Provide for circular travel to eliminate back-tracking.

Use gravity to move feed and supplies--chutes, feed bins, self-feeders, etc.

Provide paths, alleys, and doorways that are sufficiently wide, level, and smooth to use carts.

Locate tools and supplies at the place where the work is done.

Provide safe working conditions--adequate light--proper work heights for comfort.

Suitability of Equipment

Use tools and implements that fit the job and the worker.

Provide an adequate number of small tools--forks, hoes, brooms, shovels, etc.

Use carts and carriers whenever possible.

Keep tools in good working condition.

Organization of Work

Plan to complete one operation where another begins.

Combine jobs and rearrange for better order.

Fit the worker to the job.

Haul maximum practical loads to reduce trips.

Work at reasonable speed--avoid wasting energy.

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